



## Notice of Funding Opportunity (NOFO)

### Part 1. Overview Information

<b>Participating Organization:</b>	Louisiana Commission on Law Enforcement and Administration of Criminal Justice <a href="http://www.lcle.la.gov">www.lcle.la.gov</a>
<b>Funding Opportunity Title:</b>	2016 Residential Substance Abuse Treatment (RSAT) Program
<b>Announcement Type:</b>	RSAT New and Continuation Grants
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b>	16.593
<b>Federal Award Identification Number (FAIN):</b>	TBD
<b>Federal Award:</b>	TBD
<b>Period of Performance:</b>	October 1, 2016 through September 30, 2018
<b>Funding Opportunity Purpose:</b>	<p>The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the Residential Substance Abuse Treatment (RSAT) Program.</p> <p>The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff et. seq.) assists states and local governments in the development and implementation of substance abuse treatment programs in state, local, and tribal correctional and detention facilities. Funds are also available to create and maintain community-based aftercare services for individuals after they are released from incarceration.</p>
<b>Due Dates:</b>	March 18, 2016

**Proposal:**

- Submit proposal to LCLE RSAT Program Manager for view and selection.
- If selected to continue application process, applicant will receive an invitation to apply.
- Applicants that do not comply may be delayed or not accepted for review.

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## **Part 2. Full Text of the Announcement**

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### **A. Program Description**

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff et. seq.) assists states and local governments in the development and implementation of substance abuse treatment programs in state, local, and tribal correctional and detention facilities. Funds are also available to create and maintain community-based aftercare services for individuals after they are released from incarceration.

### **Program-Specific Information**

RSAT assists state, local, and tribal governments in the development and implementation of substance abuse treatment programs in state, local, and tribal correctional and detention facilities as well as in the creation and maintenance of community-based aftercare services for individuals with a strong emphasis on evidence-based best practices.

There are three (3) types of programs RSAT funds should be used to implement:

#### **Residential Programs that:**

- Engage participants for a period between 6 and 12 months.
- Provide residential treatment facilities set apart—in a completely separate facility or dedicated housing unit in a facility exclusively for use by RSAT participants—from the general correctional population.
- Focus on the inmate's substance use diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance use and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- Prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

If possible, RSAT participation should be limited to inmates with 6 to 12 months remaining in their confinement so they can be released from prison instead of returning to the general prison population after completing the program.

If possible, program design should be based on effective, scientific practices.

### **Jail-based Programs that:**

- Engage participants for at least 3 months.
- Focus on the inmate's substance use diagnosis and addiction-related needs.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance use and related problems.
- Require urinalysis and/or other proven reliable forms of drug and alcohol testing for program participants, including both periodic and random testing, and for former participants while they remain in the custody of the state or local government.
- Prepare participants for successful community reintegration, including post-release referral to appropriate evidence-based aftercare treatment and service providers that support the use of medication-assisted treatment.

If possible, jail-based programs should separate the treatment population from the general correctional population and program design should be based on effective, scientific practices.

### **Aftercare:**

To be eligible for funding under the RSAT Program, an applicant shall ensure that individuals who participate in the substance abuse treatment program established or implemented with assistance provided under this program will be provided with aftercare services. Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self-help, and peer group programs. To qualify as an aftercare program, the head of the substance abuse treatment program must work in conjunction with state and local authorities and organizations involved in substance abuse treatment to assist in the placement of program participants into community substance abuse treatment facilities on release.

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## **B. AWARD INFORMATION**

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### **Funding Instrument:**

The Louisiana Commission on Law Enforcement will issue grant awards.

### **Application Types Accepted:**

Continuations, Renewals, and New applicants/applications

### **Funds Available:**

Contact RSAT Program Manager – Stacey Miller

Continuation & Renewals - use prior year funding levels for proposal

### **Award Project Period:**

All projects are funded for a maximum of twelve (12) months, and continued funding cannot be guaranteed. Any project funded for **more or less** than the 12-month time period must be approved by the Commission.

## **Financial Management and System of Internal Controls:**

If selected for funding, the award recipient must:

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

## **C. ELIGIBILITY INFORMATION**

**Eligible Applicants:** Eligible agencies are state, local, tribal and correctional and detention facilities and community based agencies that provide after-care/reentry for inmates.

### **Prohibited Applicants:**

Agency eligibility is determined by the Louisiana Commission on Law Enforcement Board in accordance with Federal guidelines.

### **Match Requirements:**

- Awards under this program may not cover more than 75 percent of the total costs of the project. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant’s proposed match exceeds the required match amount, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:
- Example: 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:
- $$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

### **Other Requirements:**

#### **Crime Reporting (if applicable)**

- The law enforcement applicant agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE.

#### **Criminal Records System – Data Reports (if applicable)**

- The law enforcement applicant agrees to submit all required data to the state LIBRS/UCR Program in accordance with the requirements of the applicable program and to submit all required arrest fingerprinting cards and related data to the Bureau of Criminal Identification in the time and manner specified by the Bureau.

### **Criminal Records Reports (if applicable)**

- The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of sub grant award.

### **Supplanting/Non-Supplanting**

- Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
- The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE RSAT Program Manager.

## **PART 3. Funding Determination Process**

### **A. Project Proposal**

Applicants will submit a project narrative and a budget detail worksheet (worksheet is available at [www.lcle.la.gov](http://www.lcle.la.gov)) via email to the Louisiana Commission on Law Enforcement (LCLE) RSAT Program Manager at [Stacey.Miller@lcle.la.gov](mailto:Stacey.Miller@lcle.la.gov). The LCLE review committee will review and determine projects to move forward to the application process. Applicants will receive an invitation to submit the full application on the Louisiana Commission on Law Enforcement's E-grants system.

#### ***Other Required Documents:***

Conflict of Interest Disclosure Form (form available at [www.lcle.la.gov](http://www.lcle.la.gov))

Cover letter signed by the authorized official

### **Required Registrations for Applicants**

#### **All agencies are required to provide the following documents:**

- **LCLE Egrants Organization Registration must be complete before applying for funds**
- IRS Form W-9 (Taxpayer Identification and Certification)
- IRS Form 501C3 (Tax-exempt Status for Non-profit Organizations)
- State of Louisiana Self-service Request for Vendor (Only if the new agency has to be set up for payment from the State of Louisiana)  
[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)
- DUNS (Data Universal Numbering System) Number Certificate
- CAGE (Commercial and Government Agency) Code Certificate
- SAM (System for Award Management) Number and current Expiration Date ([sam.gov](http://sam.gov))
- Louisiana Secretary of State Non-Profit Corporation Certificate
- All agencies with a private, non-profit, or non-governmental status are required to procure and maintain adequate and sufficient liability insurance and a certificate of insurance naming LCLE as an additional insurer and should be issued and submitted with the application.

## **New applicant Agencies**

If the new applicant agencies have not yet demonstrated a record of providing services, they must demonstrate that twenty-five percent (25%) of their overall financial support is from non-federal sources. This cannot be considered part of the required match.

## **Funding Restrictions**

All awards are subject to the terms and conditions, cost principals, and other considerations described in 2 CFR 200, Louisiana Statute and LCLE policy.

### **RSAT Funds cannot be used for the following:**

- RSAT funds shall not be used for land acquisition or construction projects.
- Duplication of services immediately available through municipal, provincial, or national government.
- Market research, advertising (unless public service related to grant program) or other promotional expenses.
- Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

## **Proposal and Submission Information**

### **What a Proposal Should Include**

#### **1. Program Narrative**

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins. Applicants must submit a narrative that describes the proposed program activities for FY 2016 and changes, if any, since the previous application. The following sections should be included as part of the program narrative:

**a. Statement of the Problem** (Understanding of the problem and it's importance)

**b. Project Design and Implementation.** The following bulleted information should be included in this section:

- Program goals.
- Implementation process.
- Description of any changes in state law or policy requiring substance use testing of individuals in correctional/residential substance abuse treatment programs, including individuals released but remaining in state custody.
- Number, or estimated number, of individuals tested for the use of illegal substances during the last calendar year.
- Explanation of how your program design and implementation coordinates with the state alcohol and drug abuse agency

- Description of the treatment service(s)/practice(s) including access to Medication Assisted Treatment (MAT) available for residential substance abuse treatment participants and how those services are currently monitored for quality and effectiveness. Discuss the evidence that shows that the treatment service(s)/practice(s) is/are effective with the target population. If the evidence is limited or non-existent for the target population, provide other information to support the intervention selection including validated screening and assessment tools used to support the intervention. Provide local data and any evaluation findings that demonstrate the program's impact with regard to individual and community outcomes.
- Description of how the applicant will ensure that individuals who participate in the RSAT program established or implemented with these federal funds will be provided with aftercare services. Describe how the applicant will ensure providers furnishing aftercare services are approved by the appropriate state or local agency, and are licensed, if necessary, to provide medical treatment or other health services. Describe the aftercare services that will be provided.
- Explanation of planning and implementation strategies to: 1) identify and enroll uninsured individuals into Medicaid, or other health insurance through the Health Insurance Marketplace; and 2) increase access to and use of primary healthcare and substance abuse and mental health treatment for newly insured individuals in order to ensure continuity of care and improve recidivism outcomes for RSAT participants after release from incarceration.

### **c. Capabilities and Competencies**

#### **d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

Applicants should indicate an understanding of RSAT performance measures ([www.bjaperformancetools.org/help/RSATPerformanceSurvey.pdf](http://www.bjaperformancetools.org/help/RSATPerformanceSurvey.pdf)) and discuss how they will gather data.

e. **Time/Task Plan.** Include a Time/Task Plan that identifies the dates of the major tasks/activities of your RSAT Program.

## **2. Budget Detail Worksheet and Budget Narrative**

### **a. Budget Detail Worksheet**

A sample RSAT Budget Detail Worksheet can be found at [www.lcle.la.gov](http://www.lcle.la.gov).

### **b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.



### 3. LCLE Proposal Review Information

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#### A. LCLE Application Approval Process

After receipt of proposals, the RSAT Program Manager will conduct the risk assessment, provide the scoring criteria and prepare the proposal for the Grant Review Committee. Once a proposal has been approved by the Grant Review Committee it is then presented to the Commission on Law Enforcement for final approval. Both the Grant Review Committee and the Commission can make recommendations for approval, denial, deferment or table in addition to laying additional special conditions that require compliance.

#### B. LCLE Award Process

Proposals approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file.

#### C. Proposal Review Information Criteria

Criteria: Each application will be evaluated and scored on the Narrative and Budget Components using a 100 point scale by the Grant Review Committee.

1. *Project Summary and Strategy (30 points)*

This Section should be a succinct summary containing the description of the problem this project seeks to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. *Goals (15 points)*

This section should outline the Program Goals and Expected Results for the project.\

3. *Objectives (15 points)*

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

4. *Organizational Capacity and Past Performance (20 points)*

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization ---including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.

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## **Budget Components**

*1. Budget Appropriateness (10 points)*

Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.

*2. Cost-effectiveness (10 points)*

Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and that reflect the applicants understanding of 2 CFR 200.

## **PART 4. LCLE and Program Staff Information**

**Stacey Miller, Program Manager**

[Stacey.miller@lcle.la.gov](mailto:Stacey.miller@lcle.la.gov)

**Linda Gautier, Criminal Justice Policy Planner Supervisor**

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**Martha Addison, Grants Manager**

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